Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10480
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 13
Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 5

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10480

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 12/13/76
PAGES : 13

SUBJECTS :
HSCA, ADMINISTRATION
MCCRAY, DENISE L.

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

[R] - ITEM IS RESTRICTED

To Becky

Date 7-12 Time 10:52

WHILE YOU WERE OUT

M Denise McCray

of

Phone

Area Code Number Extension

TELEPHONED		PLEASE CALL	
CALLED TO SEE YOU		WILL CALL AGAIN	
WANTS TO SEE YOU		URGENT	
RETURNED YOUR CALL			

Message new address:
3332 Curtis Dr.
Apt. # 104
Hillcrest Heights, Md.
20023

Operator

EFFICIENCY® LINE NO. 4725 AN **AMPAD** PRODUCT

June 16, 1977

Mrs. Denise L. McCray
2515 R Street, S.E.
Apt. 327
Washington, D.C. 20020

Dear Denise:

I want you to know how much the Committee and I appreciate your service and how much we regret that you will no longer be a member of the staff.

You have our best wishes always.

Sincerely yours,

Louis Stokes
Chairman

LS:tle

(202) 225-4624

Select Committee on Assassinations
U.S. House of Representatives
3342 HOUSE OFFICE BUILDING, ANNEX 2
WASHINGTON, D.C. 20515

May 4, 1977

Mr. Alvin B. Lewis, Jr.
Acting Chief Counsel
and Staff Director
Select Committee on Assassinations

Dear Al:

I herewith submit my resignation from the Select Committee effective May 15, 1977.

I have not lost my convictions about this investigation which brought me here to work last December. However, personal and financial obligations have made it necessary for me to obtain more secure employment.

I wish the Committee all success in the future and I sincerely hope that it is never again plagued with the problems it has previously faced.

Sincerely,

Denise

Denise L. McCray

Select Committee on Assassinations
U.S. House of Representatives
WASHINGTON, D.C. 20515

Denise
426-6593
Library of Congress

May 5, 1977

Mrs. Denise L. McCray
Select Committee on Assassinations
House of Representatives
Washington, D.C. 20515

Dear Denise:

I was very sorry to receive your letter of resignation, but I understand your reasons.

We will miss you here, for you were certainly one of our most conscientious and efficient members of the staff.

Good luck in all your future endeavors.

Sincerely,

Alvin B. Lewis, Jr.
Acting Chief Counsel and Director

ABL:elb

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Denise Louise McCray	5/15/77
Employee Social Security Number	**Type of Action**
577 72 8453	☐ Appointment ☐ Salary Adjustment ☒ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date May 10, 1977

[signature]
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code______

Monthly Annuity $_____.00

FO 5/11

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Denise Louise McCray	5/1/77
Employee Social Security Number	**Type of Action**
577 72 8453	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$12,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date May 10, 1977

[signature]
(Signature of Authorizing Official)
Louis Stokes
(Type or print name of Authorizing Official)
Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:________________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

FO 5/11

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Denise Louise McCray	4/1/77
Employee Social Security Number	**Type of Action**
577 72 8453	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$18,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step_______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date April 29, 19 77

[signature]
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

TO WHOM IT MAY CONCERN

Please consider this verification that Denise L. McCray began employment, permanent full-time status, with the House of Representatives Select Committee on Assassinations December 13, 1976, and is so currently employed.

Rebecca Wheeler Martin
Chief Clerk

February 8, 1977

GPO : 1975 O - 57-255

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Denise L. McCray	1/3/77
Employee Social Security Number	**Type of Action**
577 72 8453	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$10,000.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 11 of 95 Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step_______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date________________________________, 1977___ ____
(Signature of Authorizing Official)

Henry B. Gonzalez
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Denise L. McCray	12/13/76
Employee Social Security Number	**Type of Action**
577 72 3453	☒ Appointment ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	$12,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
3. ☐ Joint Committee.

Handcarried to FO 12/16/76

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date December 15, 1976

____
(Signature of Authorizing Official)

Thomas N. Downing, Chairman
(Type or print name of Authorizing Official)

Select Committee on Assassinations
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $________.00

Copy for Initiating Office or Committee

M E M O R A N D U M

TO: All Staff Employees

FROM: Budget Officer

DATE: January 3, 1977

RE: Payroll Certification

Starting with the January, 1977 payroll, the certification to the House Finance Office requires, among other things, the relationship, if any, of each staff employee to any current Member of Congress (those taking office January 3, 1977).

The following are the relationships to be included in the certification:

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

All staff employees are requested to complete this form and return it to the Budget officer.

Approved
Richard A. Sprague

I am not related ✓

I am related by the following relationship ____________

Denise L. McCray
Signature of Employee

1/10/77
Date

RESUME

NAME: Denise L. McCray

ADDRESS: 2515 R Street, S.E. #327
Washington, D.C. 20020

TELEPHONE: 584-9560 (Home)
426-5821 (Work)

DATE OF BIRTH: January 30, 1954

EDUCATION: Anacostia High School
16th & R Streets, S.E.
Washington, D.C. 20020

Graduated: June 1972 (Cum Laude)

Virginia Union University
Richmond, Va. 23220

(Completed one year, [30 semester hours], Business Administration major)

HONORS AND AWARDS:

National Honor Society, January, 1971
Graduated #7 in Senior Class (1972)
Scholastic Honor Roll (High School, 1969-1972)

SKILLS & MACHINES OPERATED:

Typing: 70 wpm
Dictaphone Transcriber
Lexitron Videotype Machine
IBM/ATS Computer Terminal
Xerox 4500 Copier (Authorized Key Operator)
Xerox 4000 Copier
Adding Machine
Calculator

WORK EXPERIENCE:

Library of Congress - Congressional Research Service
Government Division -

Information Assistant - Assistant Division Secretary,
August 4, 1975 to Present

In this position I am responsible for performing the duties of the Administrative Secretary in her absence. I also perform duties assigned by the Administrative Secretary designed to expedite her work. I type reports (legal and technical in nature) with responsibility for accuracy and consistency and for adherence to established editorial form; I receive inquiry slips requesting research information and forward to appropriate section head for assignment; I receive and direct phone calls to appropriate persons, and receive and route incoming mail. As assistant supervisor for 9 editorial assistants, I am also responsible for orientating new clerical staff members. I operate as alternate Time and Attendance clerk. Supervisor: Mrs. Linda Bailey

Library of Congress - Congressional Research Service
Government Division Editorial Assistant 4/74 - 8/3/75

I was responsible for editorial review of material (research studies, articles, speeches, committee reports); determining proper format and typing rough drafts into final form. I made revisions and corrections (minor) in format and grammer of researched material. I operated the Lexitron Videotype machine; IBM/ATS; Xerox 4500 machines and performed related clerical duties as necessary.
Supervisor: Mrs. Linda Bailey

Library of Congress - Loan Division - Charge Records
Section - Library Technician January 1974 - April 1974

In this position I charged books internally to Library staff and to Congressional Offices; filed charge slips; and discharged returned books (internal and Congressional). Temporary position.
Supervisor: Mrs. A. Kolarick

Virginia Union University - Financial Aid Office
Clerk Typist (Work Study Position)

I assisted the Director of Financial Aid and his Secretary in the processing of financial aid papers for students. This involved typing and filing and related clerical duties. I held this postion from January 1973 - May 1973 and August 1973 to December 1973.
Supervisor: Mr. Philip Brunson

Library of Congress - Equal Opportunity Office
Secretarial Assistant - Dictaphone Transcriber
July 1973 to August 1973

I was responsible for the typing of testimony from tapes for rough and final copy. Filing and carrying out of EO procedures (complaints). I answered phones and fulfilled the duties of the EO Secretary in her absence. (This was only a two secretary office and therefore I filled in for the Secretary quite often). I also handled mail and appointments for the Director. (Temporary position)
Supervisor: Thomas Brackeen

Associate Mortgage Company - 1715 15th Street, N.W.
Washington, D.C. - Tax Clerk May 1973 - July 1973

In this position I handled all mortgage foreclosures for County's in Georgia, Florida and South Carolina. I also did light typing and filing.

Library of Congress - Procurement and Supply Division
Clerk Typist - October 1972 - December 1972

I was responsible for typing supply orders for materials procured from other government agencies and private industry. I also handled purchase orders and assisted in paying invoices. During the absence of the Division Secretary I filled in as Secretary to the Chief and also worked as Alternate Time and Attendance Clerk.
Supervisor: Mr. Earl Matlock

Department of Transportation - National Highway Traffic
Safety Administration Clerk-Typist (Summer Aid)
June 1972 - September 1972

I assisted the Division Secretary in any assigned duties. My major duties were typing and filing. I also answered phones and acted as receptionist in the Secretary's absence.

Department of the Navy - Naval Reconnaissance and Technical Support Center Supply Clerk - Summer Aid
June 1971 to September 1971

I worked as an assistaant supply clerk responsible for filling orders for other sections of the Center. I also was responsible for ordering supplies from GSA for the center; inventory; paying invoices; and shipping and receiving duties.

Department of the Navy - Naval Reconnaissance and Technical Support Center Summer Aid
June 1970 to August 1970

I worked as an assistant carrying out assigned duties in the supply office of the center. Light typing and filing were involved.

REFERENCES:

Mrs. Linda Bailey - RPA
Government Division - CRS
Library of Congress
426-5834

Mr. Kenneth Gray - Chief
Government Division - CRS
Library of Congress
426-5834
[Temporarily assigned to Select Committee to Study the Committee System, 401 Senate Courts - 224-1848 (Assignment Terminates 3/1/77)]

Mr. Steven Langone
Specialist in Indian Affairs
Government Division - CRS
Library of Congress
426-5834

Mrs. Mattie Coleman - Teacher
3905 Que Street, S.E.
Washington, D.C. 20020